



Chief Financial Officer

Department/Division:	Administration
Reports To:	General Manager
Provides Direction To:	Finance Manager, Customer Service Supervisor, Support Services Supervisor
FLSA Exemption Status:	Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under direction from the General Manager, to plan, organize, and direct the financial, accounting, billing, and customer service functions of the District including information and communication systems for these functions; to invest and protect the District's assets and maintain effective internal budget controls; to provide highly responsible and complex administrative support to the General Manager; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

The Chief Financial Officer provides leadership and strategic vision to the District in the primary administrative support functions, including Accounting, Customer Service, Support Services and Finance. This role manages a team of managers and supervisors, and ensures operational, managerial, and administrative procedures, reporting structures and operational controls are established for the District's divisions, while also being aligned with the District's goals and strategies. This class is distinguished from the General Manager by the latter class's greater authority to manage, administer and supervise all organizational and operational affairs of the District under the direction of the Board of Directors.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Plans and, organizes, coordinates and directs the financial, accounting, billing, customer service and public relations related administrative functions of the District in accordance with Board policies.
- Assists the General Manager with long range financial planning, protection of the District's assets, and maintenance of budget controls.
- Assists the General Manager with the analysis, preparation, presentation, justification and administration of the District's budget and financial statements.
- Oversees and directs, with the auditor, the preparation and issuance of the Agency's annual financial reports.
- Oversees and directs cash flow, bond issues, investment activities and assessments for community facility districts.
- Oversees the information systems and communication systems for areas of responsibility; identifies and coordinates technical advancements.

- Assists the General Manager in the area of public relations; issues press releases, customer newsletters and related communications.
- Attends and participates in District Board meetings, professional organizations, and community meetings; prepares and presents reports.
- Participates in employee selection; directs, trains, develops, evaluates, and disciplines subordinate staff up to and including termination, subject to District policies and practices.
- Serves as a District representative with other local, regional, and governmental agencies.
- Performs special analytical studies; initiates and participates in the analysis and preparation of water rate studies, rate structures and other revenue enhancement programs; and prepares reports and internal policies/procedures as directed by the General Manager and in accordance with Board direction.
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- Performs internal audits of District activities; recording of assets and adjusting entries and insures accurate posting to the general and subsidiary ledgers.
- Monitors legislation affecting areas of responsibility and implements necessary changes.
- Responds to and resolve sensitive and complex community and organizational inquiries and complaints.
- Assists in the negotiation of terms of agreements, contracts and other documents on behalf of the District.
- Identifies, maintains, and implements opportunities for cross-department coordination for effective operations; encourages continuing education and development of personnel.
- Develops and maintains a records retrieval system to complement financial and statistical reports.
- Assists the District's Grant Administrator related to the financial administration and monitoring of the District's Federal and State Grants.
- Acts as a liaison with District vendors, contractors, and debtors.
- Participates in District safety meetings.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Principles, practices, methods and procedures of budgeting, accounting, controls, auditing, debt administration and financial management in accordance with Generally Accepted Accounting Principles (GAAP).
- Principles of public administration, management, supervision, training and performance evaluation.
- Pertinent federal, state and local laws, codes, regulations and ordinances affecting District operations and financial activities.
- Application of information technology solutions in the maintenance of accounting records and financial administration.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and equipment including computers.
- Safe work practices.

Ability to:

- Plan, organize, administer, evaluate and coordinate the District's accounting and financial activities.

- Develop and administer goals, objectives and procedures.
- Interpret, apply and explain District policies and procedures related to Finance, Accounting, Billing and Customer Service activities.
- Lead and coordinate District budget preparation and control.
- Oversee the preparation of financial reports and maintenance of ledgers and journals.
- Recommend and implement improvements to existing District activities.
- Prepare and present comprehensive and concise written and oral reports.
- Analyze problems, identify, recommend, and implement solutions.
- Exercise a high degree of managerial and administrative skills.
- Establish and maintain cooperative working relationships with others; deal tactfully and courteously with the public.
- Communicate clearly and concisely, both orally and in writing.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office equipment, personal computers, Internet, and Microsoft Office software products.
- Observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Bachelor's degree from an accredited college or university in finance, accounting, business administration or a closely related field; designation as a Certified Public Accountant is required. Possession of a certification as a Certified Public Accountant (CPA) or a Certified Public Finance Officer (CPFO) and/or an advanced educational degree is highly desirable.

And

Experience: Seven (7) years of progressively responsible professional experience in financial management, accounting, analysis and reporting for a governmental or special district agency of which at least two (2) years were at a lead, supervisory or managerial level.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift

and/or move up twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.